

CITY OF FAYETTEVILLE, ARKANSAS

CONCURRENT PLAT

FOR STAFF USE ONLY	FINAL PLAT FEE:	\$200.00-\$800.00
	SIGN FEE:	\$5.00 (per sign)
	Tabled Tech Plat Resubmittal FEE:	\$200.00/Resubmittal
	Tree Preservation FEE:	\$120.00
	Date Application Submitted: _____	S-T-R: _____
Date Accepted as Complete: _____	PP#: _____	
Project Number: _____	Zone: _____	
Public Hearing Date: _____		

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until this information is furnished.**

Application:

Indicate one contact person for this request: _____ Applicant _____ Representative

Applicant (person making request):

Name: _____

E-mail: _____

Address- _____

Phone- _____
() _____
() _____

Fax- _____
() _____

Representative (engineer, surveyor, realtor, etc.):

Name: _____

E-mail: _____

Address- _____

Phone- _____
() _____
() _____

Fax- _____
() _____

Site Address / Location: _____

Current Zoning District: _____

Date of Preliminary Plat: _____

Assessor's Parcel Number(s) for property: _____

Total Acreage: _____ Number of Lots: _____ Number of Dwelling Units: _____

FINANCIAL INTERESTS

The following entities and / or people have financial interest in this project:

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approvals. I understand that the City might not approve what I am applying for, or might set conditions of approval.

NAME (PRINTED): _____ Date: _____

Signature: _____

PROPERTY OWNER(S) / AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (printed): _____ Address- _____

Signature: _____

Date: _____ Phone- () _____

Name (printed): _____ Address- _____

Signature: _____

Date: _____ Phone- () _____

CCP Checklist:

Attach the following items to this application:

(1)	Payment in full of applicable fees for processing the application:	
	CCP	
	Non-residential	\$800.00
	Residential (10 or less residential units)	\$200.00
	Residential (25 or less residential units)	\$400.00
	Residential (26 or more residential units)	\$800.00
	Technical Plat Resubmittal (tabled items only)	\$200.00 per
	Tree Preservation	\$120.00
	Public Notification Sign Fee (per sign)	\$5.00

- (2) Correspondence in the form of a written letter to Planning Staff describing the scope, nature and intent of the proposal.
- (3) A copy of the county parcel map from the Washington County Assessor's office website (www.co.washington.ar.us) or the Fayetteville Address Point File ([website instructions](#)). The subject property and all parcels within 200 feet should be identified on this parcel map. The owner's name, official mailing address, and the parcel number for every property and resident addresses shall be shown on this map.
- (4) A copy of the written decision from the Parks and Recreation Advisory Board regarding park land dedication requirements (residential projects only).

- (5) One (1) hard copy and one (1) digital copy on CD or USB Flashdrive in PDF format of the proposed CCP site, landscaping, grading, utility, and tree preservation plans, application, and other items submitted with this project. These plans should include all required information for a CCP listed on the Plat Requirements checklist in Section 166.03 of the Fayetteville Unified Development Code. These requirements are listed on the Plat Requirements checklist pages in this application.
- (6) One (1) digital copy of the Drainage Report or Drainage Letter (if exempt from Drainage Criteria Manual requirements). No hard copy required.
- (7) Completed Tree Preservation forms and application (see attached).
- (8) Completed CCP application signed by current property owner of record or written verification signed by such owner designating a project representative.
- (9) The applicant is responsible for meeting the public notification requirements for a concurrent plat listed on the Notification Requirements pages in this application.

**CONCURRENT PLAT - PLAT REQUIREMENTS CHECKLIST
(Fayetteville UDC Section 166.03)**

1	Name, address, zoning and property lines of all property owners adjacent to the exterior boundaries of the project.
2	Name, address, telephone numbers of owner(s), developer(s) and project representatives.
3	North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
4	Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date and revisions.
5	Provide a complete and accurate legend.
6	A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100 year flood plain boundary.
7	Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned.
8	The location of all existing structures.
9	Written legal descriptions including area in square feet or acres that read clockwise (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
10	Boundary survey of the property shown on the plat. The surveyor shall seal, sign and date the survey. The survey shall be tied to state plane coordinates.
11	Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC & GS Datum. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc.
12	Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
13	Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83).
14	Curve data for any street which forms a project boundary.
15	Show 100-yr floodplain and/or floodway and based flood elevations. Reference the FIRM panel number and effective date.
16	Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.
17	Delineate trees to be retained on-site and the measures to be implemented for their protection.
18	Clearly depict the limits of soil disturbance to include all areas to be graded both on and off-site.
19	Show proposed location of all utilities.

- 20 Landscape proposals for parking lots, street tree planting, and/or tree replacement requirements shall include proposed plant species and size. Existing and proposed utility lines shall be shown on the plan. State the method for irrigating the plant material on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds.
-
- 21 Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structure's locations, types, and condition and note them as "existing" on the plat.
-
- 22 Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan. *Note: existing easements may only be vacated/abandoned by a separate "Vacation" application, and are not abandoned by a Concurrent Plat or Replat process.*
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- 23 Water systems, on or near the site:
- a. Provide pipe locations, types, and sizes; and service location.
 - b. Note the static pressure and flow of the nearest hydrant if requested.
 - c. Show location of proposed fire hydrants and meters.
-
- 24 Underground or surface utility transmission lines: (Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable):
- a. Locations of all related structures (pedestals, poles, etc.)
 - b. Locations of all lines (note whether the line is below or above ground).
 - c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
-
- 25 State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.
-
- 26 The location, widths, grades, and names of all existing and proposed streets (avoid using first names of people for new streets), alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the 911 Coordinator.
-
- 27 A layout of adjoining property (within 300') in sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the Master Street Plan, Aerial Photos, and the City Plat Pages located in the Planning Office if requested.
-
- 28 The location of all existing and proposed street lights (at every intersection, cul-de-sac & every 300' and associated easements to serve each light).
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- 29 The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade where pads are proposed for building sites. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
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- 30 For phased development, a plat showing all phases is required.
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- 31 The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
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- 32 The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased)
-
- 33 The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.
-
- 34 Location of buffer strips, fences or screen walls, where required (check Unified Development Code for specific requirements).
-
- 35 Indicate location and type of garbage service. Dimension turnaround area at dumpster location.
-
- 36 A description of commonly held areas, if applicable.
-
- 37 Draft of covenants, conditions, and restrictions, if any.
-

- 38 A written description of requested waivers or variances.
-
- 39 Show required building setbacks. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.
-
- 40 Any other data or reports as deemed necessary for project review by the Zoning and Development Administrator, City Engineer or Planning Commission.
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- 41 Signature block to certify approval of streets, drainage and utility easements.
-
- 42 Signature block to certify approval of water and sewer system.
-
- 43 Signature block to certify approval of building setback dimensions.
-
- 44 Signature block to certify approval for recording.
-
- 45 Signature block to certify approval of Tree Preservation and Protection.
-
- 46 Signature block to certify approval of park land dedication or money in lieu.
-
- 47 Signature block to certify approval of utility easements.
-
- 48 Signature block to certify approval of ownership, title and dedication.
-
- 49 Signature block to certify approval of survey and accuracy.

The Zoning & Development Administrator and City Engineer may waive any of these application requirements when, in their discretion, any such requirement is not necessary due to the nature of the proposed project, or other circumstances justify such waiver. A pre-application conference may be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

(Note: As this request goes through the review process, revised copies of the project plans will be required (see 'materials required for submittal' notice.)

NOTIFICATION REQUIREMENTS

Written Notification Process:

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. By the revision submittal prior to the public hearing, the applicant shall provide the following to the Planning Division (**contact staff planner for submittal deadline**):
 - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
 - b. map showing the landowners' relationship to the site (City's Address Point File)
 - c. copy of the notice sent to the landowners and residents (**example attached**)
 - d. certificate of mailing (**example attached**)
 - e. [Click here to learn how to create the list of those being notified.](#)

Sign Posting Process:

- (1) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant (**contact staff planner for date to pick up sign**).
 - a. The applicant shall post notice on the land for which the use is requested in a visibly prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
 - b. The staff planner may require an alternate location where the property is not adjacent to a street.
 - c. Additional signs may be required by the staff planner.
- (2) By the revision submittal prior to the hearing, the applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (**example attached**).
- (3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this _____ day of _____, 20____, and addressed as follows:

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

(name of person completing the mailing)

(signature of person completing the mailing)

City File No./Name: _____

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

WRITTEN NOTIFICATION FORM

Project Description:

The applicant Name proposes a Type of Development at Project Address.

Building/land Use: _____

Zoning: _____

Size of Property: _____

Density/Intensity: _____

Public Hearings:

Subdivision Committee; 9:00 AM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 326) Fayetteville, AR 72701

Planning Commission; 5:30 PM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location:

The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

CERTIFICATE OF SIGN POSTING



I, _____ *(print the name of the*
applicant/representative/person posting sign), attest that the above sign was
posted on

_____ *(month/day/year) adjacent to*

_____ *(name of street).*

(signature of person completing the sign posting)

City File No./Name: _____



Fayetteville, AR 72701 113 W. Mountain St.

URBAN FORESTRY/TREE PRESERVATION AND LANDSCAPE REGULATIONS

Prospective Applicant,

As Urban Forester for the City of Fayetteville it is my duty to uphold all City Ordinances regarding the protection and preservation of trees, and the design of landscapes. I am responsible for the review of proposed development projects to ensure that each fully complies with applicable ordinances.

It is highly recommended that prospective applicants meet with the Urban Foresters prior to site design, to effectively move through the City's development review process. Fayetteville law requires that tree preservation be made a priority for new development (see §167.01). Criteria used to evaluate the preservation of trees is found in Chapter 167 of the Tree Preservation Ordinance. [Unified Development Code](#)

The minimum canopy percentage of a land area required to be preserved is dependent on that areas zoning designation (see §167.04 Table 1). All proposed designs must meet these minimum requirements with priority being given to the preservation of existing trees to meet these requirements (see §167.04E). If preserved canopy cover falls below these requirements (and all design options have been exhausted) mitigation will be required. (see §167.04I).

Please familiarize yourself with these and other requirements found in the Tree Protection and Preservation Ordinance, as well as the City's Tree Preservation and Landscape Manual, [Tree Preservation and Landscape Manual](#) to answer any further questions or contact this office. It is your obligation to know and meet all city requirements. The Urban Foresters job is to ensure your project complies with these requirements.

John Scott
Urban Forester
113 West Mountain
Fayetteville, AR 72701
(479)444-3470
jscott@fayetteville-ar.gov

Melissa Evans
Urban Forester
113 West Mountain
Fayetteville, AR 72701
(479) 444-3486
mevans@fayetteville-ar.gov

Tree Protection and Preservation Ordinance Requirements and Procedures:

Applicability: 167.04 A and pages 3-4 of [Tree Preservation and Landscape Manual](#)

- Small Site Improvement Plans (SIP)
- Large Site Improvement Plans (LSIP)
- Preliminary Plats (PPL)
- Planned Zoning Districts (PZD)
- Concurrent Plats (CCP)
- Large Scale Development (LSD)
- Final Plats (FPL)
- Any type of development located in the Hillside Hilltop Overlay District (HHOD)
- Parking Lots with five (5) or more spaces

Pre-Application Information- Information to gather before submitting a development review package.

- Conduct a site visit
- Determine Baseline Data- Know what zone your property is with GIS maps. [GIS Maps](#)
- Identify tree preservation percentage minimum requirements-167.04 Table 1 UDC
- Identify tree preservation priorities- Appendix 17 page 17 of the Tree Preservation and Landscape Manual or UDC 167.04 Table 2.
- Meet with Urban Forestry – If you have your zone and information this will help us better help you prior to designing the site, staff has experienced that once a design has been created, applicants are less likely to be flexible.

Development Review Package

Tree preservation Plan- The element included in this plan demonstrate how you intend to preserve and protect tree canopy on site.

Landscape Plan- The elements included in this plan help communicate the overall design and proposed installation of your landscape plan on site.

Other Information- Other information may be required as staff and code requires, such as a site analysis or site report.

Tree preservation Plan Check List

1. Show existing trees and tree canopies with legend and attach numbers to cross reference.
2. Show canopy coverage as currently exists on site.
3. Include a table with the tree species, size, health and priority level. * See *preservation priorities chart in Appendix, page 17 or UDC 167.04 Table 4.*
4. If the property has many trees, group the trees and note the significant specimens.
5. Label and number grouped trees with average species, size, health, and priority.
6. Show all existing utilities.
7. Show all property boundaries.
8. Show natural features (trees, flood ways, creeks, wetlands...) beyond the property line up to 100' or as requested by the Urban Forester.

9. Provide Soil types.
10. Show Floodplains and/or floodways.
11. Showing Existing streets, sidewalks or bike paths and rights of ways.
12. Show all proposed on-site and off-site improvements.
13. Graphically show trees/canopy to be preserved and/or removed.
14. Show Tree preservation and mitigation calculations on the Plans. [Tree Preservation and Mitigation Calculator](#)

Tree Preservation Calculations <i>Example</i>		
	Square Feet	Percent of site
Total Site Area *Minus Right of Way and Easements		100%
Zoning Designation * Select Below with drop down arrow		
PZD, Planned Zoning District	0	25%
HHOD * Select Below with Drop Down Arrow		
No	0	0%
Total Canopy for Minimum Preservation Requirements	0	25.0%
Existing Tree Canopy * Minus Right of Way and Easements		#DIV/0!
Tree Canopy Preserved	0	#DIV/0!
Tree Canopy Removed *On Site		#DIV/0!
Tree Canopy Removed *Off Site		
Tree Canopy Removed Total	0	#DIV/0!
Removed Below Minimum	0	
Mitigation Requirements	0	

Please complete the highlighted fields and use the tabs at the bottom of the workbook for more calculations.

**** If minimum requirements are not met, as indicated through Tree Preservation Calculations show the following on your Tree Preservation Plan:**

- Detail design approach used to minimize damage or removal of existing canopy.
- Provide written justification for removal of individual or groups of trees/canopy.
- Details providing information about on-site mitigation or off-site mitigation alternatives.
- Submit an analysis report/statement to justify low preservation requirements.

ALSO NOTE : The process, iterations, and approaches with tree preservation in mind.

15. Show Mitigation requirements if indicated as necessary through results of Tree Preservation Calculations. **Located on the same calculation but a different tab at the bottom of the workbook*
16. Show all existing and proposed grading.
17. Show limits of soil disturbance.
18. Show location of tree protection fencing.
19. Show limits of root pruning, if needed.
20. Show construction traffic flow on work site.
21. Locate material storage during construction.
22. Locate concrete washout during construction.
23. Locate Construction entrance/exit.
24. Locate all proposed utility easements and drainage easements.

25. Locate all proposed rights of ways
26. Include the following standard notes and details when applicable. All found in searches on City of Fayetteville's website.
 - a. City of Fayetteville notes for Tree Preservation Plan. [City of Fayetteville Landscape Notes](#)
 - b. Tree preservation fencing detail. [Tree Preservation Fence Detail](#)
 - c. Root Pruning detail, if needed. *Contact Urban Forestry staff for the detail.*
 - d. Soil compaction prevention, if needed. *Contact Urban Forestry staff for the detail.*
 - e. Tree planking, if needed. *Contact Urban Forestry staff for the detail.*
27. An abbreviated tree preservation plan may be submitted, please contact Urban Forestry staff prior to submitting an abbreviated tree preservation plan.

Landscape Plan Checklist

1. Show tree preservation.
2. Show existing and proposed grading.
3. Show proposed building footprint and any other structures.
4. Show proposed parking lots with spaces indicated and curb or wheel stops shown, if needed.
5. Show existing and proposed utilities and label accordingly.
6. Show existing drive aisles, streets, alleys, and other improvements.
7. Show proposed landscaping. As applicable, use these letters for each proposed tree:
 - a. **'S'** or **'L'** for street trees or lot trees, one for every 3 feet or one per lot.
 - b. **'M'** for mitigation tree.
 - c. **'P'** for parking lot trees.
 - d. **'D'** for detention pond requirements.
8. Show Mitigation requirements, use the [Tree Preservation and Mitigation Calculator](#)
9. Show Parking lot requirements using the tree preservation and mitigation calculator above.
10. Show Stormwater Facility Landscape requirements using the tree preservation and mitigation calculator above.
11. Show Street Tree requirements using the tree preservation and mitigation calculator above.
12. Show a plant schedule which includes species, size and quantity.
13. Please include the following standard notes and details when applicable. All Found in searches on the City's website and the appendix of the Tree Preservation and Landscape Manual.
 - a. Detail for Tree Planting. [Tree Planting Detail](#)
 - b. Detail for Shrub Planting. [Shrub Planting Detail](#)
 - c. Detail for Urban Tree Well. [Urban Tree Well Detail](#)
 - d. Detail for Slope Tree Planting. [Tree Planting on a Slope Detail](#)
 - e. Standard City of Fayetteville Landscape Notes. [Landscape Notes](#)

THE DEVELOPMENT REVIEW PROCESS is charted in the Tree Preservation and Landscape Manual on pages 9, 10 and 11. [Tree Preservation and Landscape Manual](#)

THE CONSTRUCTION PERMIT PROCESS for attaining a **Grading Permit, a Building Permit, and Certificate of Occupancy** is charted and listed in the Tree Preservation and Landscape Manual on pages 12, 13, 14, and 15. [Tree Preservation and Landscape Manual](#)

PERFORMANCE SURETY AND 3 YEAR MAINTENANCE SURETY information is included on pages 14 and 15 of the Tree preservation and Landscape Manual [Tree Preservation and Landscape Manual](#)

Tree Preservation Easements

Tree preservation easements must be shown on the plat as it relates to the subject property and must be dimensioned or described by metes and bounds for input in to the City's GIS system.

The tree preservation easements must be shown graphically and clearly on the easement plat of the final plat with the associated signature block below.

Tree Preservation Easement

The Tree Preservation Easement indicated on this easement plat constitutes a covenant running with the title of the subject property and is denoted for the property owners and their future successors, assignees or transferees to preserve, protect and maintain existing tree canopy. No tree removal or land disturbance as defined within the City of Fayetteville Unified Development Code may occur within the Tree Preservation Area unless approved by the City of Fayetteville. Persons seeking removal of such Tree Preservation Easements, or requesting to modify the property in such a way as to effect the canopy within, must seek approval from the City Council through a request made by the Urban Forester of the City of Fayetteville.

Approved by

Date

City of Fayetteville Urban Forester

For projects without a Tree Preservation Easement use the following signature block on final plats.

Certificate of Approval of Tree Protection and Preservation

I Hereby Certify That This Plat Has Complied with The Requirements of The Tree Preservation Ordinance Of The City Of Fayetteville Unified Development Code.

Date

City of Fayetteville Urban Forester

Please contact the Urban Forester for questions about the correct signature block for final plats.

Tree Preservation Waiver forms can be found on our website. Projects without trees located on the site are eligible to complete and submit a Tree Preservation Waiver. [Tree Preservation Waiver](#). For questions concerning Tree Preservation Waiver please contact Urban Forestry staff.

Value of Trees- Please keep in mind as a site is designed and constructed that trees are a great asset to our City and an important part of what makes Fayetteville a desirable place to develop. Numerous studies have consistently shown how valuable mature trees are economically, environmentally and socially. Every Tree Counts.

Urban Forestry Staff